

Advisory Oral Presentation Guidelines for Defense Retired and Annuity Pay

The Defense Finance and Accounting Service (DFAS) is providing potential vendors the opportunity to participate in an informal, advisory, evaluation. The process, as described in Federal Acquisition Regulation (FAR) subpart 15.202, is intended to provide feedback on whether the Government considers the vendor to be a viable competitor.

Contractors are encouraged to make oral presentations to inform the agency of their company's capabilities and understanding of the solicitation requirements. Presentations are optional and are not tied to the proposal evaluation process in any way. Presentations shall be made before submission of proposals and the Government will provide each contractor a written assessment of their presentation. This written notice will not constitute a determination of competitive range or discussions as defined in FAR 15.306(c) or (d), and will not exclude contractors from participating in the competition for contract award. The presentations are not intended to reflect the offer's technical solution to the Retired and Annuitant Pay solicitation.

The presentation shall not exceed one hour from the scheduled start time to completion. Contractors have the full discretion to present the topics as desired within the one-hour period. The contracting officer will stop the presentation after one hour and no further information will be presented. The oral presentation topics are limited to an overview of the vendor's capabilities and understanding of the solicitation requirements. Suggested topics include:

- ◆ Understanding of DFAS Military Retiree and Annuitant pay environment and processes,
- ◆ Comparison/Contrast of DFAS Military Retiree and Annuitant pay with civilian private sector payroll and/or retired/annuitant pay operations,
- ◆ Insight into problems and risks associated with performance,
- ◆ Experience working in a dynamic environment performing similar work,
- ◆ Corporate overview, structure and teaming arrangements,
- ◆ Capability presentation with a focus on:
 - ◆ Ability to perform R&A operations,
 - ◆ Ability to perform debt collection functions,
 - ◆ Ability to manage government property,
 - ◆ Ability to manage automated information systems and implementation/controls over system changes,
 - ◆ Ability to successfully transfer operations to a potential successor contractor at completion of contract term.

The presentation will be held at DFAS-HQ, Arlington, Virginia, and the arrangement for presentation is conference room briefing style. The contractor shall provide six paper copies of the presentation slides. The Government will only keep copies of slides that are shown during the presentation. The media for presentations are limited to computer slide shows or overhead projector slides. No recording or taping is allowed. Contractors shall provide the computers or overhead projectors necessary to make the presentation and the Government will provide the projector screen.

Contractors are limited to six persons to conduct the presentation. Consultants or professional presenters are not permitted. The Government team will consist of approximately six persons (the contracting officer, four evaluators, and a recorder). No outside observers are allowed.

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The Government will not engage in bargaining or discussion during or after presentation. Prices, costs, or fees will not be included in the presentation. The Government may ask clarification questions limited to topics presented.

The contracting officer will notify contractors of their scheduled presentation date and time. The contracting officer has the sole discretion to reschedule presentations in extraordinary circumstances to ensure that each contractor has an opportunity to participate in the oral presentation process.

The Government will evaluate each presentation to assess whether the contractor has a thorough understanding of the topics discussed and if it considers the vendor to be a viable competitor.